

# CRIMINAL IDENTIFICATION AND INTELLIGENCE SUPERVISOR

## DEPARTMENTAL OPEN STATEWIDE



State of California  
**DEPARTMENT  
OF JUSTICE**  
P.O. Box 944255  
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**FINAL FILING DATE** **October 18, 2013**- Examination Applications (Form STD. 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications must have an original signature. Applications postmarked, personally delivered, faxed or received via interoffice mail after the final filing date will not be accepted for any reason.

**WHO CAN APPLY** Persons who meet the minimum qualifications by the final filing date as stated on this bulletin.

**HOW TO APPLY** All applicants must complete and return the entire examination packet. The examination packet must include the following:

- State Examination Application (Form STD 678)
- Affirmation
- Supplemental Application

**Mailing Address:**  
Department of Justice  
Testing and Selection Unit  
P. O. Box 944255  
Sacramento, CA 94244-2550

**File in Person:**  
Department of Justice  
Testing and Selection Unit  
1300 "I" Street, 1st Floor Lobby  
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN  
RESOURCES, ONLINE, VIA INTER-AGENCY MAIL OR FAX.**

**SPECIAL TESTING  
ARRANGEMENTS** If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in Question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

**SALARY RANGE** **\$4522 - \$5624**

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

**ELIGIBLE LIST  
INFORMATION** A departmental promotional eligible list will be established for the Department of Justice. The list will be abolished **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Positions exist with the Department of Justice statewide.

**REQUIREMENTS FOR  
ADMITTANCE TO THE  
EXAMINATION** Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable).

**"Note:** Candidates who successfully demonstrate a pattern of job-related experience in a law enforcement environment, to include criminal justice or public safety environments, will be considered for entrance into the exam."

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**MINIMUM  
QUALIFICATIONS**

The following patterns may be combined proportionally, when applicable to meet the overall requirements.

**Either I**

1. One year of experience in the California state service performing criminal identification or intelligence duties comparable in level of responsibility to those of a Criminal Identification Specialist III or Criminal Intelligence Specialist III; **or**
2. Two years of experience in the California state service performing criminal identification or intelligence duties comparable in level of responsibility to those of a Criminal Identification Specialist II or Criminal Intelligence Specialist II;

**Or II**

**Experience:** Four years of increasingly responsible experience performing the technical phases of criminal identification or intelligence work in a governmental law enforcement agency, including at least one year of supervisory experience. **and**

**Education:** Equivalent to completion of two years of college.

**DEFINITION OF  
TERMS**

**“Performing duties comparable to.....”** means the applicant must have State service experience of appropriate type and length in a class at the same (or a higher) level of responsibility as the class specified.

**“Equivalent to completion of two years of college”** – completion of 60 semester units or 90 quarter units.

**POSITION  
DESCRIPTION**

The Criminal Identification and Intelligence Supervisor classification is used by the Department of Justice to plan, develop, coordinate, implement, and supervise programs for the identification of persons and property, and the development of criminal intelligence information. This is the full supervisory level. Incumbents supervise, coordinate, and review the work of Criminal Identification Specialists or Criminal Intelligence Specialists in technical identification or intelligence units of a section within the various divisions of the Department of Justice. Incumbents may also assist in preparation of budgets and planning, developing and implementing programs.

**EXAMINATION  
INFORMATION**

This examination will consist of a Supplemental Application, weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. This testing component measures the following abilities:

**Knowledge of:**

1. Conflict resolution techniques to address and resolve conflicts and issues that may arise in the work environment.

**Ability to:**

1. Present information and ideas effectively both orally and in writing.
2. Act independently.
3. Establish and maintain cooperative relationships with law enforcement agencies, staff, and other government agencies in order to disseminate information, and respond to inquiries.
4. Plan, lay out, organize, coordinate, and direct the work of others to meet operational goals of the unit/division.
5. Consult and advise management or other interested parties to provide information and/or recommendations on issues impacting the department.
6. Analyze and evaluate complex information and problems and develop effective solutions in order to determine, recommend, and implement effective, and appropriate courses of action.

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**ADDITIONAL  
REQUIREMENTS**

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Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

**SPECIAL PERSONAL  
CHARACTERISTICS**

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Tact, open-mindedness, flexibility, adaptability, keenness of observation, patience and good judgment.

**VETERAN'S  
PREFERENCE  
CREDITS**

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Veterans Preference Credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

**CAREER CREDITS**

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Career Credits **do not** apply in this examination.

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**GENERAL INFORMATION**

**The Department of Justice** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**It is the Candidate's Responsibility** to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at the Department of Justice Offices ([www.oag.ca.gov](http://www.oag.ca.gov)) California Department of Human Resources website at ([www.calhr.ca.gov](http://www.calhr.ca.gov)) and local Offices of the Employment Development Department ([www.edd.ca.gov](http://www.edd.ca.gov)).

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE  
TESTING AND SELECTION UNIT  
P. O. BOX 944255  
SACRAMENTO, CA 94244-2550  
(916) 324-5039

# Criminal Identification and Intelligence Supervisor Supplemental Application

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## **Affirmation Page**

All applicants **must complete and return the entire** Supplemental Application in addition to their Standard State Application by **October 7, 2013** to be considered for this examination process.

Your responses to the Supplemental Application questions, the Standard State Application, and the General Instructions/Affirmation must be returned to one of the following addresses:

### **Mailing Address:**

Department of Justice  
Testing & Selection Unit  
PO Box 944255  
Sacramento, CA 94244-2550

### **File in Person:**

Department of Justice  
Testing & Selection Unit  
1300 I Street, 1st Floor Lobby  
Sacramento, CA 95814

**I hereby certify that the information provided in my Supplemental Application responses is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.**

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your Name (Please Print): \_\_\_\_\_

Contact Information

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

## Instructions

Please answer the following questions in **paragraph form**. Your responses to **each question** should be no more than two pages in length. Page margins should be set to one inch wide with no smaller than 12 point font.

## Questions

1. Establishing and maintaining effective working relationships are crucial parts of a Criminal Identification and Intelligence Supervisor's job. Please tell us about a time when you had to resolve a difficult interpersonal problem in your workplace. What was the problem, what was your resolution, and what was the outcome?
2. Please provide an example from your experience describing how you have independently planned, organized, coordinated your work or the workload of others. How did you align the work being done with your organization's goals, what course did you take to verify that the goals would be met, and what was the result?
3. Effective analytical skills are a key part of success in a Criminal Identification and Intelligence Supervisor position. Please describe a time when you had to conduct an analysis. What were you tasked with analyzing, how did you conduct your research, and what method did you use to present your findings?
4. Criminal Identification and Intelligence Supervisors must be capable of providing consultation and advice to management on issues impacting their unit. Describe a time when you had to act in a consultative or advisory capacity to a supervisor or manager. What did you have to offer your expertise on and how did you prepare your information to suit the needs of your audience?